

**VACANCY ANNOUNCEMENT**  
**ANNOUNCEMENT NUMBER: 09-04**

**OPEN TO:** All Interested Candidates  
**POSITION:** **VOUCHER EXAMINER**  
**OPENING DATE:** August 26, 2009  
**CLOSING DATE:** September 9, 2009  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Position Grade: LES-6, HRK 170,126 annual gross salary  
(\*EFM/MOH/NOR: Position Grade: FP-08 tentatively \$ 37,828)

The U.S. Embassy in Zagreb is seeking an individual for employment as a Voucher Examiner in the HR/FMO Section.

**BASIC FUNCTION OF POSITION**

1 of 4 voucher examiners and accountants at post responsible for examining and auditing vouchers and payments for 14 agencies at post, as well as 11 agencies at Embassy Podgorica. Prepares vouchers for certifying officer's signature.

**QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of Secondary School required.
2. Two years of experience in fiscal clerical work, accounting, or voucher examining or must have University degree.
3. English language ability and Croatian language ability - Level IV (fluent) required.
4. Must have excellent knowledge of arithmetic.
5. Must have working knowledge of MS office software. Must be detail-oriented, precise, and able to follow procedures.
6. Good oral communications skills are required. Must deal tactfully with customers within the Embassy.

**TO APPLY**

Interested candidates for this position should submit the following:

- A. Application for Federal Employment (OF-612); or a current resume
- B. Other documentation that address the requirements of the position as listed above.

**E-mail APPLICATION TO** zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:

American Embassy Zagreb - HRO

T. Jefferson 2, 10010 Zagreb

Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

**CLOSING DATE FOR THIS POSITION: September 9, 2009**

An Equal Opportunity Employer